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## Overview

- My intended career
  - S.W.O.T analysis
- Skills that I have
- Confidence
  - Communication skills
  - Good writing and speaking grammar
  - Problem solving skills
  - Flexibility
  - Responsibility
  - Time management
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  - Conclusion
  - References

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# My intended career

## Responsibilities of a LAWYER:

- Providing legal counsel and advice
- Writing contracts
- Client meetings
- Attending sessions in the courtroom
- Reading witness statements
- Case studies are being researched and evidence is being gathered
- Keeping up with the latest legal developments
- Representing clients in trials



## Skills needed to be a lawyer:

- Confidence
- Communication skills
- Good writing and speaking grammar
- Problem solving skills
- Flexibility
- Responsibility
- Time management skills

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## S.W.O.T Analysis

### My Strengths

- I am a flexible person ( I can adapt myself in every situation)
- I have commitment to my work ( I focus at every lesson and I complete my tasks)
- I am deeply passionate (If I like what I am doing I will put my best effort in)
- I have confidence to speak in public(It will help me to represent my clients in court)
- I am a good listener(It is a skill needed to find out my clients problems)

### My Weaknesses

- Unorganised time management ( This bad habit might cause my lack of motivation and laziness)
- Punctuality (I have a problem with punctuality because I do not know how to organise my time properly)
- I can get distracted ( If I do not like the topic/course it may stop me doing the work for it and focusing on something else)

### My Opportunities

- I can ask the university for advice on employment ( Their advice will help me discover what I really want to do in my future)
- I can use the online library (This will help me to do research for my assessments)
- I can make connections with other people ( this fact make me develop better understanding, listening and speaking skills)

### My Threats

- English is not my mother language (I might need advanced vocabulary for my work)
- I only have few months studying in the United Kingdom ( I do not know how the educational and employability system works here)
- Competition( Some of the other candidates might have better qualifications than me)

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## Skills I already have

- **Confidence-** I like to be confident and stand up for myself during classes or projects

It is important for a lawyer to have confidence because its job is to represent clients in court

- **Communication skills-** I am a good communicator both ways professional and social

A lawyer must talk with its clients to find out why they need to be represented in trials

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- **Problem solving skills-** I like to take a look over a situation from different perspectives

A lawyer should always think strategic to eliminate the problems

- **Flexibility-** I adapt myself in every kind of challenging situations

A lawyer might represent clients from another city/ country and a lawyer needs to adapt to different situations



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- Responsibility- I have commitment to my work

The hands of a lawyer are carrying the fate of a human

- Writing and speaking grammar- I read and practice English in my free time

A lawyer needs excellent writing and speaking grammar because one of its jobs is to do contracts



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| Personal Development Plan                                                              |                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                  |
|----------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------|
| The skills I want to develop                                                           | Actions I need to take                                                                                                                                                                                                                                                                       | How it will help me in the future                                                                                                                                                                                                                   | Resources                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Timeline (months)                                                |
| <ul style="list-style-type: none"> <li>• Time management</li> </ul>                    | <ul style="list-style-type: none"> <li>• I need to wake up early every day</li> <li>• Create a routine</li> <li>• Organise my life better</li> <li>• I need to implement a time schedule</li> <li>• I will set alarms and reminders</li> </ul>                                               | <ul style="list-style-type: none"> <li>• In the future I will be more organised</li> <li>• This routine will exclude me of a bad punctuality at the workplace</li> <li>• I will respect my deadlines for university and workplace</li> </ul>        | <ul style="list-style-type: none"> <li>• I will make use of my phone's alarms and reminders</li> <li>• I will buy a paper planner to write down important dates and events</li> <li>• I will make use of videos created for time management: <a href="https://www.youtube.com/watch?v=iONDebHX9qk">https://www.youtube.com/watch?v=iONDebHX9qk</a><br/><a href="https://www.youtube.com/watch?v=GBM2k2zp-MQ">https://www.youtube.com/watch?v=GBM2k2zp-MQ</a></li> </ul> | <ul style="list-style-type: none"> <li>• Three months</li> </ul> |
| <ul style="list-style-type: none"> <li>• Distractions/ I can get distracted</li> </ul> | <ul style="list-style-type: none"> <li>• I must learn how to prioritise the things I need to do</li> <li>• In class or at the work place I will use my phone only required work</li> <li>• I need to stay away from the people I like to talk during the lessons or working hours</li> </ul> | <ul style="list-style-type: none"> <li>• I must focus more on my work and tasks</li> <li>• I will be more involved in the lessons and course modules</li> <li>• I will ask the teacher if I do not understand what she is teaching</li> </ul>       | <ul style="list-style-type: none"> <li>• I must watch some videos to help me disciplined myself: <a href="https://www.youtube.com/watch?v=U0x3piG_QR0">https://www.youtube.com/watch?v=U0x3piG_QR0</a><br/><a href="https://www.youtube.com/watch?v=GfSkIwp_k4">https://www.youtube.com/watch?v=GfSkIwp_k4</a></li> <li>• I have in purpose to read The Compound Effect by Darren Hardy to understand better how I need to be self-control</li> </ul>                   | <ul style="list-style-type: none"> <li>• Two months</li> </ul>   |
| <ul style="list-style-type: none"> <li>• Punctuality</li> </ul>                        | <ul style="list-style-type: none"> <li>• I need to start a planner in order to manage my daily activities</li> <li>• I need to be devoted to a routine</li> </ul>                                                                                                                            | <ul style="list-style-type: none"> <li>• I will not be late for my classes or my future job's meetings</li> <li>• I will not let my clients to wait for me</li> <li>• I will be in time and show professionalism regardless to my career</li> </ul> | <ul style="list-style-type: none"> <li>• To do lists and planners from internet</li> <li>• Make use of a timer</li> <li>• My mindset to always be in time</li> </ul>                                                                                                                                                                                                                                                                                                    | <ul style="list-style-type: none"> <li>• Three months</li> </ul> |

## Conclusion

I am at the point where I know what I would like to become in my future

I consider my skills are accurate for a lawyer

In my future I will continue to work on my weaknesses and develop myself

I will focus on finding a suitable course for me to become a lawyer

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## References

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